

Skylar Williams

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Work Experience

CNA - Certified Nursing Assistant

Woodside Senior Communities - Green Bay, WI

November 2020 to Present

I am currently a CNA at Woodside. As a CNA I answer the resident's call lights. I do any cares that are assigned to me, along with helping out with any other cares. I try and help my coworkers whenever possible and work as a team. I make sure to follow each individual residents care plan. I take and document vitals. I make sure I'm charting throughout my shift as well as communicating with other staff. I help out with meal time. I participate in activities with the residents. I work in both the assisted living and memory care unit. I'm very good at switching between all the units and creating my routine. I reach out to the nurses whenever I'm unsure of something or notice any problems.

Activity Director/Team Lead

Cottonwood Manor - Green Bay, WI

March 2018 to October 2020

I am an Activity Director/ Team Lead at Cottonwood Manor. I am responsible for coming up with and putting together activities for the residents. I call and schedule times for entertainers or groups to come in. I also participate in the activities with the residents. As a Team Lead I help out with the schedule. I train our new employees. I communicate with families/nurses. Along with doing many other things, I am also medication certified.

Housekeeper

BGS - Green Bay, WI

February 2018 to July 2018

I am a housekeeper at Odd Fellows Nursing home. I make sure all the residents rooms are clean and stocked with everything.

Package Handler

FedEx - Green Bay, WI

February 2015 to August 2015

Responsibilities

Every morning we would all meet together and discuss our daily goal and other information. Once that was

complete I would go to my station which was at belt 1. I was a splitter for that conveyer belt meaning I would

split the packages by even and odd numbers. I would also help nearby trucks with loading the packages and scanning. There were also times where I would fill in for loaders, repackage boxes, and making sure packages

got to the right place for delivery.

Accomplishments

Working at FedEx has helped me with working in a fast passed environment. The fast passed work made it challenging at times but it only pushed me to work harder. It has also taught me more with working with a team. We all helped and looked out for each other. I would definitely say FedEx has had the biggest impact on me compared to other employers.

Skills Used

Skills needed were reading, coordination, active listening, communication, and team work.

Cashier

Office Max - Green Bay, WI

August 2014 to February 2015

Responsibilities

Usually I'm scheduled to open in the morning. I usually stay up front where I test the alarm system in the morning, I check customers out, help them with questions as best as I can, I answer the phone and I try and make sure the customers are satisfied.

Accomplishments

During this time I've gained excellent knowledge with working with people, staying stress free, and communication.

Skills Used

Communication skills, being aware of customers, basic math, talking over phone, Taking charge at times

Server/Cashier/Party Host

Sir Bounce A Lots - Green Bay, WI

June 2013 to December 2013

Responsibilities

My responsibilities were to maintain the front counter. This included maintain the cash register, scheduling party's, taking phone calls, handing out prizes, keeping things organized, refilling tickets, etc. I also served food at the back counter and host birthday parties.

Accomplishments

I've gained better knowledge working with customers and helping them out. I have also gained great communication skills. I learned how to work in stressful situations where I had to multi task.

Skills Used

Communication skills, multi - tasking, teamwork, customer awareness, talking on telephone, problem solving, math (basics, working with numbers), creativity, computer scheduling, etc.

Education

Nursing Assistant in Nursing

Bellin College - Green Bay, WI

March 2021 to May 2021

High school diploma in Gender Studies

Bay Port High School - Green Bay, WI

2010 to 2013

Skills

- Medication administration
- Caregiving
- Vital Signs

Certifications and Licenses

driver's license

CPR Certification

First Aid Certification

CBRF

CNA

2021